



Subject: THE FEDERAL SYSTEM OF FUNDS, RELATED ACCOUNTS AND SYMBOLS

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3-10-00 PURPOSE

This chapter describes the system of fund classifications and symbols to be used by the Operating Divisions (OPDIV). It includes a description of the types of funds utilized by HHS, such as general funds, special funds, revolving funds, and transfer appropriation accounts. For additional information concerning account symbols and fund classifications see Title 7 of the General Accounting Office (GAO) Policy and Procedures Manual, I TFM 2-1500, and Office of Management and Budget (OMB) Circular A-11, section 20.4.

3-10-10 THE FUND CONCEPT

Each Federal agency's accounting system must by law embody fund control procedures. The Department's policies and procedures relating to control of funds are contained in the HHS Chapter 2-10, "Administrative Control of Funds and Budget Execution Policy." As a general rule, funds appropriated or authorized by the Congress must be accounted for in terms of the specific purpose, time limitation, and any other limitations prescribed in each authorization. Within the structure of the accounting system, each fund is identified by the title established in the law and by symbols which, with the concurrence of the requesting agency, are assigned by Treasury. Other limitations or requirements as to purpose, rate of expenditure, and accounting may be imposed by OMB in the process of apportionment or by regulation within the Department and the OPDIVs. Fund revenues, expenses, assets, liabilities, and equity, as well as traditional budgetary classifications, must be readily identifiable in the Standard General Ledger (SGL) accounts maintained by the OPDIVs.

3-10-20 CLASSIFICATION OF FUNDS

In the Federal government funds are classified in two basic groups. The first group is composed of funds or resources derived from the general taxing and revenue powers, from business operations, or from other earnings. This group includes:

- o General funds
- o Revolving funds
- o Management funds
- o Special funds

The second basic fund group consists of resources held by the government in the capacity of custodian or trustee and includes:

- o Trust funds
- o Deposit funds

In addition, advance and transfer fund accounts are used to facilitate accounting for transactions between appropriations and funds, usually when one agency by agreement carries out a purpose of an appropriation made to another agency. These fund accounts are:

- o Consolidated working fund accounts
- o Transfer appropriation accounts

A. General Funds

General funds are revenues which are not earmarked by law for specific purposes. They are available for expenditure only upon congressional appropriation or other authorization to spend general revenues. The expenditures are accounted for by the program or purpose for which the appropriation was made or other purpose authorized by the Congress.

B Revolving Funds

These funds are established to finance a continuing cycle of specific operations. Reimbursements and collections derived from such operations are available for reuse without further action by the Congress. Initial capital is appropriated by the Congress.

C. Management Funds

Such funds are authorized by law to facilitate accounting for, and the administration of intra-governmental activities financed from, two or more appropriations.

Such funds are also utilized where a common service is rendered for several organizational units regardless of whether or not financed from separate appropriations. In practice, each organizational unit contributes to the fund its share of the cost of rendering the services. The contributions are used in carrying out the activities of the fund during a specified period.

D. Special Funds

These funds consist of revenues earmarked by law for a specific purpose, but which are not generated from a cycle of operations. The receipts are classified as "available" (may be spent without further action by the Congress) or "unavailable" (cannot be spent unless appropriated by the Congress).

E. Trust Funds

Trust funds are established to account for resources which are held in trust for specific programs or purposes. Like special funds, trust funds may be classified as "available" or "unavailable." Available trust funds are those which may be spent without further congressional action and unavailable trust funds are those which may not be expended without congressional authorization.

F. Deposit Funds

Deposit funds are used to account for receipts which are (1) temporarily held in suspense and later refunded, transferred, or paid to some other fund of the government, or (2) held by the government as agent or banker for others and paid out as requested by the owners. Such funds are not available for paying salaries, expenses, grants, or other expenditures of the government.

G. Consolidated Working Fund Accounts

Consolidated working funds represent advance payments from other agencies or bureaus through provisions of the law, or other provisions of the law for the purpose of one agency

performing work for, or furnishing supplies and materials to, another agency in accordance with an agreement between the two agencies. The agency making the advance must treat it as an "expenditure" transaction and the agency receiving the advance must perform the work or furnish the supplies or materials within the fiscal year or years for which the advancing appropriation is available.

The agency performing the work must maintain separate accounts by years of availability of funds and according to the basic type of fund from which advanced, i.e., advances from trust funds must be classified as trust working funds and advances from general fund appropriations must be classified as general fund working funds. Advances received from two or more appropriations within the same basic fund group having the same time limitation may be commingled. When obligations and expenditures are incurred directly against the consolidated working fund accounts, the original fund group classifications must be maintained in greater detail.

H. Transfer Appropriation Accounts

These accounts are established to receive and subsequently obligate and disburse allocations from another agency to carry out the purpose of the appropriation of the agency from which received. These accounts are established through provisions of the law and are used primarily for construction, major procurement of contractual services, or in instances where the services to be furnished by the performing agency extend beyond the fiscal year in which the advance is made. The cash advances are treated as non-expenditure transactions and the accounts carry symbols identifying the parent appropriation.

3-10-30 SYSTEM OF IDENTIFYING FUNDS AND RELATED ACCOUNTS

A. Appropriation Symbols

The complete appropriation symbol consists of a series of digits which indicate: (1) the Department/Agency primarily responsible for administration of the fund; (2) the fiscal year(s) during which the appropriation is available for obligation; and (3) the basic fund group and numerical identification of the appropriation. The complete symbol must be used on all accounting documents. The following examples illustrate the structure of the complete appropriation symbol:

For one-year appropriations

1.	Department_____	75	*	0120	1.	Health and Human Services
2.	Fiscal Year_____				2.	The last digit of applicable fiscal year
3.	Fund Group and Appropriation Designation_____				3.	General Departmental Management - OS

For multiple-year appropriations

		75	*/*	0350		
1.	Department_____				1.	Health and Human Services
2.	Fiscal Years_____				2.	The ending digits of first and last fiscal year
3.	Fund Group and Appropriation Designation_____				3.	Health Resources and Services - HRSA

* Insert last digit of applicable Fiscal Year(s)

For no-year appropriations

	75	*	1501	
1. Department_____				1. Health and Human Services
2. Fiscal Years_____				2. No-year appropriations are indicated by an "X"
3. Fund Group and Appropriation Designation_____				3. Family Support Payments to States - ACF

For transfer appropriations **

	75	11	*	1000	
1. Department to which Transferred_____					1. Health and Human Services
2. Department to which Appropriated_____					2. Executive Office of the President
3. Fiscal Year_____					3. The last digit of applicable fiscal year
4. Fund Group and Appropriation Designation_____					4. General Administration Expense

* Insert last digit of applicable Fiscal Year(s).

** Transfer appropriations retain the symbol of the Department to which the appropriation was made and are prefixed by the two-digit symbol of the Department to which the transfer is made.

B. Fund Group and Account Identification

The last four digits of the appropriation symbols are referred to as the "basic symbol" and fall within the following groups:

		<u>Numerical Identification</u>	
		<u>from</u>	<u>to</u>
1.	Receipt account symbols		
a.	General funds	0100	3800
b.	Special funds	5000	5999
c.	Trust Funds	8000	8999
2.	Expenditure account symbols		
a.	General funds	0000	3799
b.	Consolidated working funds	3900	3959
c.	Management funds	3960	3999
d.	Clearing Accounts	3800	3899
e.	Revolving funds	4000	4999
	(1) Public enterprise funds and receipts mostly from outside government	4000	4499
	(2) Intragovernmental working capital, industrial, and other funds relating primarily to internal operation of the government	4500	4999
f.	Special funds	5000	5999
g.	Deposit funds	6000	6999
	(1) Accounts where government acts as fiscal agent or banker	6000	6099
	(2) Suspense accounts	6100	6999
h.	Trust funds	8000	8399
		8500	8999
i.	Trust revolving funds	8400	8499

C. Assignment of Symbols

The four-digit basic fund group and numerical identification codes designating individual appropriations are tentatively assigned or reserved by Treasury for OMB as items requiring such identification are assembled in the President's Budget. The basic code first appears in the published President's Budget. As Congress enacts appropriations for these items, Treasury then usually assigns the four-digit basic fund group and numerical identification code previously reserved.

D. Identification of Operating Divisions/Subordinate Organizations Within the Department

Most of the individual deposit fund accounts are utilized by all organizations of the Department and each fund carries the same identifying symbol. To distinguish these accounts by component organization within the Department, a two-digit numerical suffix is used for each organization. These same identifying symbols also appear in HHS Exhibit 3-10-A. These same identifying symbols also appear in many cases in the various appropriation symbols of the OPDIV, usually as the first and second digits of the basic symbol (last four digits); although in a few cases, they may be the last two digits of the basic symbol.

HHS OPERATING DIVISION (OPDIV) SYMBOLS 1/
(Aligned to Appropriation)

Administration for Children and Families (ACF)	15
Administration on Aging (AOA)	01 <u>2/</u>
Health Care Financing Administration (HCFA)	05
Office of the Secretary (OS)	01
Agency for Health Care Policy and Research (AHCPR)	17 <u>2/</u>
Centers for Disease Control and Prevention (CDC)	09
Food and Drug Administration (FDA)	06
Health Resources and Services Administration (HRSA)	03 <u>3/</u>
Indian Health Service (IHS)	10
National Institutes of Health (NIH)	08
Program Support Services (PSC)	03 <u>3/</u>
Substance Abuse and Mental Health Services Administration (SAMHSA)	13

1/ The Public Health Service (PHS) ceased to exist on October 1, 1995. The agencies that were under PHS are now independent OPDIVs.

2/ GSA's Bureau/Activity Codes that differ from HHS OPDIV Symbols.

AHCPR	18
AOA	19

All GSA "bureau" billing codes should be obtained through the Office of the Deputy Assistant Secretary, Finance. Billing codes should not differ from appropriation codes except to differentiate organizations having the same symbol, i.e.; AOA and OS.)

3/ HRSA, as an OPDIV, will continue to use Code 3 which was used when HRSA was a part of the PHS. The PSC will also use Code 3 for the "Retired Pay" account appropriated to the PSC.